



INVITATION FOR BIDS

THE CITY OF FOUNTAIN INN

IFB #2018-006

**ROOF REPLACEMENT FOR CITY HALL, FIRE
DEPARTMENT, AND POLICE DEPARTMENT**

**ISSUE DATE:
MONDAY, AUGUST 20TH, 2018**

CLOSING LOCATION:

**FOUNTAIN INN CITY HALL
ATTN: SHAWN M. BELL
200 NORTH MAIN STREET
FOUNTAIN INN, SC 29644**

**CLOSING DATE AND TIME:
MONDAY, SEPTEMBER 10TH, 2018 AT 12:00 NOON**

Three (3) paper copies OR sealed bid submission via Vendor Registry of the proposal must be presented by 12:00 Noon ON SEPTEMBER 10TH, 2018. (Please show IFB #2016.006 on the lower left corner of package.)

SECTION I

INTRODUCTION AND BACKGROUND PURPOSE OF THE INVITATION FOR BIDS

The City of Fountain Inn is a municipal corporation located in Greenville and Laurens Counties. Three of the City's buildings are in need of roof replacements. The City will be accepting sealed bids from qualified contractors interested in re-roofing Fountain Inn's City Hall, Police Department, and Fire Department.

Any response to the IFB must be received by the City on or before Monday, September 10th, 2018 at 12:00 noon. A public bid opening will be held on Monday, September 10th, 2018 at 1:00pm.

SECTION II

GUIDELINES FOR BID PREPARATION

Award of the contract resulting from this IFB will be based upon the most responsive Contractor whose offer will be the most advantageous to The City of Fountain Inn in terms of cost, functionality, and other factors as specified elsewhere in this IFB.

The City of Fountain Inn reserves the right to:

- Reject any or all offers and discontinue this IFB process without obligation or liability to any potential Contractor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Contractor's bid shall be submitted in several parts as set forth below. The Contractor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for The City of Fountain Inn's evaluation of the Contractor's bid.

In order to address the needs of this procurement, The City of Fountain Inn encourages Contractors to work cooperatively in presenting integrated solutions, if necessary or desirable. Contractor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery of the services proposed in response to this IFB. The City of Fountain Inn will recognize the integrity and validity of Contractor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, **and**
- A prime Contractor is designated that will be fully responsible for all contract performance.

Contractor's bid in response to this IFB will be incorporated into the final agreement between The City of Fountain Inn and the selected Contractor(s). The submitted bids are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Management Approach
4. Detailed and Itemized Pricing
5. Appendix: References
6. Appendix: Project Team Staffing
7. Appendix: Company Overview

The detailed requirements for each of the above-mentioned sections are outlined herein.

SECTION III

INSTRUCTIONS

- 3.1 It is the sole responsibility of the **Contractor** to assure that it has received the entire Invitation for Bid.
- 3.2 Contractors will be notified in writing of any change in the specifications contained in this IFB.
- 3.3 No verbal or written information which is obtained other than through this IFB or its addenda shall be binding on the City of Fountain Inn. No employee of the City of Fountain Inn is authorized to interpret any portion of this IFB or give information as to the requirements of the IFB in addition to that contained in this written IFB document and any amendments thereto.
- 3.4 **Right of Rejection and Clarification:** The City of Fountain Inn reserves the right to reject any and all proposals and to request clarification of information from any Contractor. The City of Fountain Inn is not obligated to enter into a contract on the basis of any bid submitted in response to this document. The City of Fountain Inn reserves the right to choose to not replace all three roofs and can choose to replace one, two, or none of the roofs at this time.
- 3.5 **Request for Additional Information:** Prior to the final selection, Contractors may be required to submit additional information which the City may deem necessary to further evaluate the Contractor's qualifications.
- 3.6 **Denial of Reimbursement:** The City of Fountain Inn will not reimburse Contractors for any costs associated with the preparation and submittal of any proposal, or for any travel and/or Diem costs that are incurred.
- 3.7 **Gratuity Prohibition:** Contractors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Fountain Inn for the purpose of influencing consideration of this bid.
- 3.8 **Right of Negotiation:** The City of Fountain Inn reserves the right to negotiate with the selected Contractor the exact terms and conditions of the contract.
- 3.9 **Right of Rejection of Lowest Fee Proposal:** The City of Fountain Inn is under no obligation to award the project to the Contractor offering the lowest fee bid. Evaluation criteria included in this document shall be used in evaluating bids.
- 3.10 **Exceptions to the IFB:** Contractors may find instances where they must take exception with certain requirements or specifications of the IFB. All exceptions shall be clearly identified, and written explanations shall include the scope of the

exceptions, the ramifications of the exceptions for the City of Fountain Inn, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of those exceptions.

- 3.11 **Indemnification:** Contractor, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Fountain Inn, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.
- 3.12 **Certificate of Insurance:** Contractor will be required to provide proof of insurance, including professional liability and workers' compensation evidencing that the contractor has a workers compensation insurance policy in force.
- 3.13 **Business License:** Contractor must hold or obtain a City of Fountain Inn business license before work for the City of Fountain Inn is to begin.
- 3.14 **Rights to Submitted Material:** All bids, responses, inquiries, or correspondence relating to or in reference to this IFB, and all reports, charts, and other documentation submitted by Contractors shall become the property of the City of Fountain Inn when received.
- 3.15 **Copies:** Three (3) paper copies of the proposal must be submitted in response to the IFB or sealed bid submission via Vendor Registry. The link to Vendor Registry can be found on our website, www.fountaininn.org.
- 3.16 **Contacts:** Contractors must submit proposals in accordance with the instructions contained in this IFB. All requested information must be submitted with the bid. Instructions for preparation and submission of proposals are contained in this package. All questions must be submitted in writing and are to be submitted no later than Monday, September 10th, 2018 at 5:00pm. Questions regarding this invitation for bids should be directed to:

Shawn M. Bell
City Administrator
E-mail: Shawn.Bell@fountaininn.org

- 3.17 **Contract:** The contract between the City of Fountain Inn and the contractor shall consist of (1) the Invitation for Bids (IFB) and any amendments thereto, and (2) the bid submitted by the contractor in response to the IFB. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the IFB shall govern. However, the City of Fountain Inn reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the IFB or the contractors proposal. In all other matters not affected by the written clarifications, if any, the IFB shall govern.

- 3.18 **Termination of Contract:** The City of Fountain Inn may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City of Fountain Inn exercise its right to cancel the contract for such reasons, the cancellations shall become effective on the date as specified in the notice of cancellation sent to the contractor.
- 3.19 **Notice of Award:** Notice of award will be posted on the City's website at www.fountaininn.org.
- 3.20 **Public Viewing:** IFB is posted for public viewing at City Hall, 200 North Main Street, Fountain Inn, SC 29644, and on the City's website at www.fountaininn.org.
- 3.21 **Requests for IFB:** Copies of this IFB will be issued by email or can be download from the City's website at www.fountaininn.org. A hard copy will be supplied upon request.
- 3.22 **Mandatory Site Visit:** There will be a mandatory site visit for all Contractors who intend to submit a response to this IFB. This visit will occur on Wednesday, August 29th, 2018 at 10:00am at Fountain Inn City Hall, 200 N Main St, Fountain Inn, SC 29644.

SECTION IV

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of how the Contractor proposes to perform the scope of work.

SCOPE AND APPROACH

Include detailed information and technical expertise by type of work. This section should include a description of each major type of work being requested of the Contractor. The bid should reflect each of the requirements listed in the Scope of Work Section of this IFB.

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by scope of work item and any projected expenses. The cost of each job, including materials and construction must be broken down by building.

APPENDIX: REFERENCES

Provide three current corporate references for which you have performed similar work. Work for municipal corporations should be identified.

APPENDIX: PROJECT TEAM STAFFING

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Describe bonding process and coverage levels of employees. Affirm that no employees working on the engagement have ever been convicted of a felony.

APPENDIX: COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any proposal against this IFB.
- Brief history, including year established and number of years your company has been offering roofing services.
- SC Contractor's License number and expiration date.

SECTION V

SCOPE OF WORK

1. Introduction – The Contractor shall replace the roofs of the City Hall, Fire Department, and Police Department buildings.
2. Personnel – Contractor shall provide the necessary personnel for the entire roofing project for all three buildings.
3. Construction – Contractor shall remove all existing roofing material, repair any damaged areas that will compromise the integrity and structure of the new roof, install the new roof, repair and/or replace all flashings, and furnish and install pitch pans, as well as any other projects or items that are necessary to expand the life and longevity of the roofs.
4. Provide copy of warranties – must be a minimum of One (1) year contractor's labor in addition to manufacturer's warranty on roof materials installed.
5. Location – The roofs will be replaced at City Hall and the Fire Department, both located at 200 N Main Street, Fountain Inn, SC 29644 as well as the Police Department, located at 300 N Main Street, Fountain Inn, SC 29644.

SECTION VI

EVALUATION FACTORS FOR AWARD

CRITERIA

Best and final offers may be allowed from responsible Contractors who submit responsive bids that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in this IFB. An evaluation and selection committee will meet to consider all responsible and responsive bids submitted and rank the bids based on the criteria stated below. If a responder is eliminated during the evaluation process, the firm will be notified in writing.

The evaluation categories shall be as follows:

- Demonstrated Qualifications and Expertise
- Strong Background in roof replacement
- Experience in replacing roofs on commercial buildings
- Responsiveness of Bid
- Past Performance and Local Government Experience
- Cost Proposal/Strategy

Each member of the evaluation committee will assign points to each applicable evaluation category based on a 1-5 scale according to the following scoring methodology:

- Five points (Excellent): The bid addresses and exceeds all of the requirements described in the IFB.
- Four points (Very Good): The bid addresses all of the requirements described in the IFB and, in some respects, exceeds them.
- Three points (Good): The bid addresses all of the requirements described in the IFB in a satisfactory manner.
- Two points (Fair): The bid addresses the requirements described in the IFB in an unsatisfactory manner.
- One point (Poor): The bid fails to address the requirements described in the IFB or addresses the requirements inaccurately or poorly.

The City of Fountain Inn may at any time, at its discretion and without explanation to the prospective Contractors, choose to discontinue this IFB without obligation to such prospective Contractors.

SECTION VII

NON-DISCRIMINATION STATEMENT

The Contractor certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Fountain Inn or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of the Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract; entitling the City of Fountain Inn to declare the contract in default. Therefore, will exercise any and all applicable rights and remedies including but not limited to: cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation/payment due on a contract.

Signature

Title

SECTION VIII

**ROOF REPLACEMENT FOR CITY HALL, FIRE DEPARTMENT, AND
POLICE DEPARTMENT**

I have read and understood the requirements set forth in this **RFP #2018.006** and agree to
therewith.

SUBMITTED BY: _____

CONTRACTOR: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code